



VILLAGE OF BISCAYNE PARK
Village Commission Agenda Report

#Item 15.a.3

REGULAR MEETING

TO: Honorable Mayor & Members of the
Biscayne Park Village Commission

FROM: Sharon P. Ragoonan, Village Manager

DATE: January 10, 2017

TITLE: Village Manager's Report: Recruitment Efforts

Recommendation:

The purpose of this memorandum is to provide the Mayor and Village Commission with an update on recruitment efforts.

Background:

A staffing plan was developed to fill essential positions such as Police Chief, Code Compliance Officer, Part-Time Administrative Clerk, Village Clerk, and Public Works Manager and updates on this effort are presented below:

Code Compliance Officer and Part-Time Administrative Clerk

Schedule	Description	Status
November 2016	Post job announcement: <ul style="list-style-type: none">• Biscayne Park• Florida League of Cities• Florida Association of Code Enforcement (Code)• Miami-Dade County Municipal Clerks Association (Clerk)• Florida Association of City Clerks (Clerk)• Craigslist (Clerk)	Completed
December 2016	<ul style="list-style-type: none">• Appointment of a temporary part-time code officer.• Review applications/resumes for Code Compliance Officer and Administrative Clerk.• Interview suitable candidates for the Code Compliance Officer position	Completed

	<ul style="list-style-type: none"> • Select candidate, issue conditional job offer, and complete background/medical/reference checks. 	
January 2017	<ul style="list-style-type: none"> • Introduce at Village Commission meeting (January 10, 2017) and start employment (January 17, 2017) for Code Compliance officer. 	In progress.
January 2017	<ul style="list-style-type: none"> • Interview candidates for Administrative Clerk. • Select candidate, issue conditional job offer, and complete background/medical/reference checks. • Start employment. 	In progress.
February 2017	<ul style="list-style-type: none"> • Introduce at Commission Meeting. 	Action pending.

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Police Chief

Schedule	Description	Status
December 2016	Post job announcement: <ul style="list-style-type: none">• Biscayne Park• Florida Police Chief's Association• Miami-Dade County Association of Chiefs of Police• Broward County Chiefs of Police Association• Palm Beach County Association of Chiefs of Police	Completed.
January 2017	<ul style="list-style-type: none">• Appointment of Interim Police Chief.	Completed.
January 2017	<ul style="list-style-type: none">• Assemble Chief of Police Search Committee.• Develop applicant questionnaire.• Review applications/resumes, identify suitable candidates, and mail questionnaire.	In progress.
February 2017	<ul style="list-style-type: none">• Review written responses to questionnaire and narrow candidate pool for 1:1 interview with Village Manager.• Conduct interview and walk the community with each candidate.• Schedule "Meet and Greet" appointment with each Village Commissioner, the Village Manager and finalist.	Action pending.
March 2017	<ul style="list-style-type: none">• Swear-in Police Chief.	Action pending.

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Village Clerk

Schedule	Description	Status
December 2016 January 2017	Post job announcement: <ul style="list-style-type: none"> • Biscayne Park • Florida League of Cities • Miami-Dade County Municipal Clerks Association • Florida Association of City Clerks • Assemble Village Clerk Search Committee. 	In progress.
January 2017	<ul style="list-style-type: none"> • Review applications/resumes and identify suitable candidates. • Conduct interview and test with candidates. 	Action pending.
February 2017	<ul style="list-style-type: none"> • Make a selection, process background/medical/reference checks, and issue conditional job offer. • Begin employment and introduce at Village Commission meeting. 	Action pending.

Public Works Manager

Schedule	Description	Status
January 2017	Post job announcement: <ul style="list-style-type: none"> • Biscayne Park • Florida League of Cities • American Public Works Association 	In progress.
January 2017	<ul style="list-style-type: none"> • Review applications/resumes and identify suitable candidates. • Conduct interview. Make a selection, process background/medical/reference checks, and issue conditional job offer. 	Action pending.
February 2017	<ul style="list-style-type: none"> • Begin employment and introduce at Village Commission meeting. 	Action pending.

Prepared by: Sharon P. Ragoonan, Village Manager